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|---|---|
| **From:** | Cooper, Glinda [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=72C2E0A2283F42CC8F8CF3B22387505E-COOPER, GLINDA] |
| **Sent:** | 9/18/2015 2:46:21 PM |
| **To:** | Cooper, Glinda [Cooper.Glinda@epa.gov]; Birchfield, Norman [Birchfield.Norman@epa.gov]; Jones, Samantha [Jones.Samantha@epa.gov]; Gibbons, Catherine [gibbons.catherine@epa.gov]; Rieth, Susan [Rieth.Susan@epa.gov]; Fritz, Jason [Fritz.Jason@epa.gov]; D'Amico, Louis [DAmico.Louis@epa.gov]; Lehmann, Geniece [Lehmann.Geniece@epa.gov]; Persad, Amanda [Persad.Amanda@epa.gov] |
| **CC:** | DeSantis, Joe [DeSantis.Joe@epa.gov] |
| **BCC:** | DCRoomPYN7661-South/ORD-NCEA-DC ┆ **Ex. 6 Personal Privacy (PP)** ┆ |
| **Subject:** | Developing skills matrix for work on IRIS assessments (Call in # added and now some new documents added) |
| **Attachments:** | skillsmatrix-Leanovation.xls; Example IRIS STAFF AREAS OF EXPERTISE - from Amanda_14FEB13.docx; Example Staff list (from Amanda)_6JAN12.xlsx; Notes from Jason_24Sept2015.docx; Notes from Lou_24Sept2015.docx |
| **Location:** | DCRoomPYN7661-South/ORD-NCEA-DC |

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|---|---|
| **Start:** | 9/24/2015 8:00:00 PM |
| **End:** | 9/24/2015 9:00:00 PM |
| **Show Time As:** | Busy |

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|---|---|
| **Required Attendees:** | Birchfield, Norman; Jones, Samantha; Gibbons, Catherine; Rieth, Susan; Fritz, Jason; D'Amico, Louis; Lehmann, Geniece; Persad, Amanda |
| **Optional Attendees:** | DeSantis, Joe |

Notes from Lou – (I don't think he will be at the meeting); Notes from Jason (initial brainstorming ideas); resurrected files from Amanda (attempt to overlay staff skills and assessment needs, plus staff "desires" (things they want to do or don't want to do)



Example IRIS STAFF AREAS ...   Example Staff list (from Amanda)_...   Notes from Jason_24Sept20...   Notes from Lou_24Sept2015...

Call in # ┆ **Ex. 6 Personal Privacy (PP)** ┆

Please send notes/ideas ahead of time to me if you can't/don't want to attend.

Our focus for this first meeting is on what it is you would want this skills matrix to include/accomplish, and what you don't want it to include/accomplish. Hopefully we'll get to specifics of skills, attributes, other qualities needed.



skillsmatrix-Lean...